



Winnipeg Presbytery (The United Church of Canada)
Church Development, Inc. (CDI)
 c/o Winnipeg Presbytery Office
 1622 St. Mary's Rd, Unit B, Winnipeg, MB, R2M 3W7
 204.954.2900 (**please submit digitally**)

GRANT APPLICATION

**WINNIPEG PRESBYTERY
 CHRISTIAN SERVICE FUND**

<i>For Office Use Only</i>	
Application #	_____
Date received	_____
Date CDI review	_____
Result	_____
Date of reply	_____
Date \$\$ sent	_____
form as at 2015-01-01	

The purpose of the Winnipeg Presbytery Christian Service fund is to provide grants from net realized investment income (fund earnings only, not capital) to viable United Church congregations in Winnipeg and United Church accountable ministries within the bounds of Winnipeg Presbytery for projects and programs that are intended to improve quality of life for disadvantaged persons in Winnipeg.

To be successful, the application first must satisfy information requirements. Only then can your request be assessed. Applications, regardless of merit, will not be considered until all the required information is received. In order that your request receives proper consideration, please answer the questions on this form, clearly and briefly. CDI provides you with useful information following P. 2 of this form. **The deadlines for receiving applications are March 31, September 30.**

WHO IS APPLYING?

Name of Pastoral Charge, Congregation, Presbytery Accountable Ministry, or United Church Accountable Ministry (Incorporated Ministry), (or Presbytery) _____

Charitable registration number (required) # _____ RR0001

Address of Ministry (street) _____

Manitoba, Postal Code _____

Telephone _____ Fax _____ Web site _____

Primary contact person _____

Title _____

Telephone _____ E-mail _____

WHAT IS IT FOR? (briefly describe your project; other details may be added on following page)

WHAT IS BEING ASKED?

Amount requested: _____ Date(s) funds needed: _____

WHAT DOCUMENTATION IS REQUIRED:

- Project's Business Plan: (**optional**: submit only if revenues also must be earned to sustain project);
- Project's Budget: (include all sources of funds, expected and already secured);
- Applicant Organization's Annual Report;
- Applicant Organization's most recent Financial Statements (income statement and balance sheet), as defined/required by the United Church of Canada (i.e. audited or reviewed);
- Applicant Organization's most recent Budget (income and expenses) for the current fiscal year;
- Applicant Organization's Board of Directors and Officers with contact information;
- Applicant Organization's most recent newsletter or brochure (**optional**: submit if available);

Signatures (add name of office, date signed) This application must be signed by an officer of your Ministry's Board of Directors (Chair/President, Vice-chair/Vice-president or Treasurer).

1. Description of the project:

- a. The general intent of the project (overall);
- b. The indicators of need for the project;
- c. The specific objectives (benefits) of the project you will measure;
- d. Who specifically will undertake the project;
- e. Who specifically will benefit from the project;
- f. The anticipated timeline of the project including start and end dates, and dates grant monies are needed;

2. Performance indicators:

- a. your plan to evaluate the project's effectiveness;
- b. what measures will show attainment of project objectives;

3. Integration:

- a. Please indicate how the project relates to the Pastoral Charge, Congregation, Presbytery Accountable Ministry, or United Church Accountable Ministry (Incorporated Ministry) mission and goals;
- b. Please indicate how the project relates to the Presbytery's priorities;
- c. Please indicate how the project matches the purpose of the Winnipeg Presbytery Christian Service Fund.

**Please email completed digital application, with attachments,
to the Presbytery Administrator, at: mzoske@wpgpres.ca**

1. PROJECT REQUIREMENTS:

- 1.1. must be consistent with Winnipeg Presbytery Christian Service Fund terms of reference;
- 1.2. must demonstrate a benefit beyond the individual congregation(s) or organization;
- 1.3. must be consistent with United Church and Winnipeg Presbytery goals and objectives;
- 1.4. must be consistent with all requirements of *The Manual of the United Church of Canada*;
- 1.5. must be sponsored or endorsed by Winnipeg Presbytery if anticipated costs exceed \$30,000 (size of project);
- 1.6. policy exceptions, and requests over \$30,000 (size of grant), will be decided jointly by both CDI and Presbytery;

2. APPLICANT REQUIREMENTS:

- 2.1. grants are restricted to Winnipeg Presbytery, Pastoral Charges, Congregations, Presbytery accountable ministries, and United Church-accountable ministries (Incorporated Ministries of the United Church of Canada) within the bounds of Winnipeg Presbytery;
- 2.2. must be a registered charity in good standing;
- 2.3. must demonstrate adequate and current liability and property insurance in place;
- 2.4. must demonstrate the ability to pay at least 50% of total project/program costs
- 2.5. must have satisfied the requirements of all CDI grants and loans received in the preceding 5 years
- 2.6. applicant ministry is financially viable and shows evidence of good governance;

3. APPLICATION REQUIREMENTS:

- 3.1. application must be submitted digitally on the required form with all requested information;
- 3.2. grant may not exceed 50% of the project/program cost;
- 3.3. must be financially supported by the applying congregation(s) or organization;
- 3.4. must demonstrate qualifications and experience of personnel responsible for project/program delivery;
- 3.5. applications must be received at the Presbytery office by the intake dates: March 31, September 30;

4. CDI DIRECTORS' REVIEW AND DECISION

- 4.1. CDI directors have authority to approve grant requests under \$30,000 (size of grant, not project);
- 4.2. CDI directors may request additional information; e.g. whether projects were tendered, congregational viability reports in a format as determined by Presbytery from time to time;
- 4.3. CDI directors may approve all, part or none of the grant request;
- 4.4. CDI directors may approve grants in installments subject to performance, requiring regular progress reports and financial reports;
- 4.5. CDI directors may approve grants for more than one year;
- 4.6. CDI directors may make grants conditional on another action e.g. requiring the applicant to undertake a capital or stewardship campaign;
- 4.7. CDI directors' decisions are final but directors may consult with Presbytery Executive as required;

5. AT THE END OF THE PROJECT/PROGRAM

- 5.1. the applicant must submit a report describing how the funds were expended and how well project/program objectives were met;
- 5.2. 10% of each grant will be held back until the final report is received and found satisfactory;
- 5.3. any unexpended funds must be returned at the end of the project/program.